

# BUILDING AND GROUNDS CREW LEADER

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Position Code: 1660

WC Code: 9102

FLSA Status: Non-Exempt

Pay Grade: 347 (\$32,620 - \$51,016)

Location: Public Services

Approval Date: 2010

## **General Statement of Duties**

Performs responsible lead worker and semi-skilled duties in the maintenance and care of Town property and recreational grounds and golf course.

## **Duties and Responsibilities**

Leads a crew of workers in the repair and maintenance of Town property, recreational grounds.

Ensures work orders are complete

Completes reports and update records manually and through the use of computer software programs

Performs building repairs and maintenance

Performs on call duties for evenings, holidays and weekends

Performs grounds maintenance and landscaping

Operates equipment

Performs equipment maintenance

Researches and purchases supplies and materials

Performs building repairs

Inspects buildings for safety and maintenance needs

Other duties as assigned.

### **Golf Specific**

Performs Turf maintenance; identifies turf issues and concerns; repairs, maintains and extends irrigation system; sprays pesticides and ensures course is ready to plant.

### **Parks Specific**

Ensures maintenance of ball fields; ensures park grounds are maintained; ensures park buildings are maintained, and ensure playground equipment is properly maintained.

### **Cemetery Specific**

Ensures maintenance of the cemetery; performs plot sales; meets with families; ensures burials are conducted properly; coordinates with the grave diggers; coordinates with funeral homes; maintains records and maps for the cemetery, and oversees marker installations

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Considerable knowledge of the principles and practices of repair and maintenance of Town properties, recreational ground, and golf course.

Considerable knowledge of the use of related equipment and materials.

Thorough knowledge of the occupational hazards and safety precautions of the work.

Some knowledge of related engineering specifications, and related environmental laws.

Some knowledge of budgeting and purchasing procedures.

Working knowledge of effective supervisory principles and practices and organizational personnel policies and procedures.

Working knowledge of playground inspection practices.

Ability to locate and lay out graves.

Ability to establish and maintain effective working relationships with supervisors, peers, subordinates, vendors, grieving families and citizens.

Ability to maintain and prepare accurate records.

Ability to perform basic math skills (addition, subtraction, multiplication and division.)

Skill in the repair and maintenance of the golf course irrigation system.

## **Physical Requirements**

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, pushing, pulling, fingering, grasping, talking, and hearing.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle and heavy construction equipment, and to read and prepare records.

## **Minimum Education and Experience**

High School Diploma or GED and five to seven years of related experience; or an equivalent combination of education and experience.

## **Special Requirements**

Possession of a valid Class B commercial North Carolina Driver's License

Possession of a valid Pesticide License